

22-1101-750

A G U I D E TO TRAINING AND EMPLOYMENT PROGRAMS FOR THE PUBLIC SECTOR AND COMMUNITY ORGANIZATIONS



Alberta
CAREER DEVELOPMENT
AND EMPLOYMENT

SOLUTIONS
AT WORK

**BY WORKING TOGETHER WITH COMMUNITIES
AND ORGANIZATIONS THROUGHOUT THE
PROVINCE, ALBERTA CAREER DEVELOPMENT
AND EMPLOYMENT PROVIDES VALUABLE
EMPLOYMENT OPPORTUNITIES FOR LOCAL
ALBERTANS AND ENHANCES COMMUNITY LIFE**

BY PROVIDING:

- * information on labour market programs and services
- * financial assistance towards the labour and related costs of community projects



THE SUMMER TEMPORARY EMPLOYMENT PROGRAM THE PRIORITY EMPLOYMENT PROGRAM

... gaining experience on the job.

The winter is characterized by a general slowdown in economic activity thus resulting in fewer jobs being created. The Priority Employment Program (PEP) is designed to create employment opportunities during the winter months (November through April) which provide individual Albertans with valuable work experience.

THE PRIORITY EMPLOYMENT PROGRAM

WHAT FUNDING IS AVAILABLE?

Wage subsidies of \$4.50 per hour plus an additional 10 per cent to help cover the cost of employee benefits are offered. Employers are encouraged to top-up wages.

WHAT EMPLOYERS MAY PARTICIPATE?

Employers that are eligible to receive subsidies include municipal governments, non-profit organizations, and publicly funded organizations including hospitals, school boards, and post-secondary institutions.

WHAT JOBS QUALIFY FOR FUNDING?

Employers are encouraged to create jobs which provide meaningful work experience and career development opportunities for the employee. Jobs must be new and provide at least 32 hours a week for a minimum of eight weeks. Jobs must not be filled until the employer's PEP application is approved and the approved position must

FUNDED PROGRAMS

CAREER INFORMATION HOTLINE

... career information as close as your telephone.

WHAT IS IT?

The Career Information Hotline is a toll-free telephone career information and referral service staffed by career information consultants.

WHAT KIND OF INFORMATION IS AVAILABLE?

Hotline consultants are prepared to answer or research any question relating to:

- Career and life planning
- Educational programs
- Occupational descriptions
- Job search skills
- Educational funding
- Training and employment programs

As well, they can provide referrals to appropriate agencies and services. Calls can range from a quick referral to counselling, and vary in length from two minutes to

WHO CAN USE THE HOTLINE?

Any Albertan seeking information to help them plan or change careers.

Career practitioners, which may include guidance counsellors, social workers, lawyers, psychologists or career counsellors, can also obtain a variety of up-to-date information to assist them in their work. Examples of questions hotline consultants can field are:

- What training programs are available for...

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INFORMATION AND SERVICES

Information and assistance may also be obtained by calling the Career Information Hotline. Simply dial "0" and ask the operator for Zenith 22140. Edmonton residents are asked to call 422-4266

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ELIGIBLE EMPLOYEES

Employees must be 16 years of age or older, a resident of Alberta for the past six months, unemployed, and legally entitled to work in Canada.

FOR MORE INFORMATION:

Employers can call Alberta Career Development and Employment at 427-4740 in Edmonton. Employers outside Edmonton can dial "0" and ask the operator for Zenith 22078 (toll free), or refer to their local phone book for the number of the nearest office of Alberta Career Development and Employment.

... a possible first step in launching a career.

During the summer many Albertans, especially students, need career related jobs or work experience opportunities.

The Summer Temporary Employment Program (STEP) is designed to generate summertime employment by providing employers with a financial incentive to hire unemployed Albertans during the months of May, June, July and August.

WHO MAY PARTICIPATE?

Employers that are eligible to receive subsidies include municipal governments, non-profit organizations, post-secondary institutions, Indian bands and Metis Settlements, and publicly-funded agencies such as hospitals or school boards.

ELIGIBLE EMPLOYEES

Employees must be 15 years of age or older, a resident of Alberta for the past six months, unemployed, and legally entitled to work in Canada.

THE SUMMER TEMPORARY EMPLOYMENT PROGRAM

WHAT FUNDING IS AVAILABLE?

Wage subsidies of \$4.50 per hour plus an additional 10 per cent to help cover the costs of employee benefits are offered. Employers are encouraged to top-up wages.

WHAT JOBS QUALIFY FOR FUNDING?

Jobs will qualify for either four months or two months of funding. Positions which provide the employee a career learning opportunity may qualify for four months of funding between May and August. Positions which require basic job skills and which are labour intensive are eligible for two months of funding during July and August.

In addition, jobs must be new and provide at least 32 hours of work per week for a minimum of four weeks. Jobs must not be filled until the employer's STEP application is approved and the approved position must not result in the lay-off or reduced work hours of existing staff.

FOR MORE INFORMATION:

Employers can call Alberta Career Development and Employment at 427-4740 in Edmonton. Employers outside Edmonton can dial "0" and ask the operator for Zenith 22078 (toll free), or refer to their local phone book for the number of the nearest office of Alberta Career Development and Employment.

THE SUMMER EMPLOYMENT PROGRAM

The Summer Employment Program is a voluntary program for students who are interested in gaining work experience and earning money to help pay for their education. The program is open to students who are currently enrolled in high school or college and who are at least 16 years old. The program is run by the Department of Labor and is a part of the National Youth Administration.

Students who are interested in the program should contact their school counselor or the nearest office of the National Youth Administration. The program is open to students who are currently enrolled in high school or college and who are at least 16 years old. The program is run by the Department of Labor and is a part of the National Youth Administration.

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ALBERTA YOUTH WORK EXPERIENCE AND TRAINING

... a part of the Alberta Youth Employment and Training Program.

Many employers want to hire young employees because of their energy and willingness to learn. If this applies to you, Alberta Youth Work Experience and Training (YWET) may be able to provide you with wage and training subsidies.

WHO MAY PARTICIPATE?

Individuals unemployed and actively seeking work for 40 of the last 60 working days. Additionally, employees must be between 16 and 24 years of age, legally entitled to work in Canada and Alberta residents for the last six months.

WHAT EMPLOYERS MAY PARTICIPATE?

Private sector firms, municipalities, non-profit organizations, post-secondary institutions, Indian Bands, Metis Settlements, co-operatives and hospital or school boards.

WHAT FUNDING IS AVAILABLE?

- Subsidies covering 50 per cent of an employee's wage up to a maximum of \$3 per hour for 26 weeks.
- Up to \$1,000 per employee to cover approved training costs.

WHAT JOBS QUALIFY?

Most jobs offering at least 32 hours of work per week. Jobs must not result in the layoff, dismissal or reduced work hours of existing staff.

FOR MORE INFORMATION:

Call the Alberta Career Development Centre nearest you.

... a part of the Alberta Youth Employment and Training Program.

Equipped with the latest knowledge and training in their fields, post-secondary graduates can become a valuable asset to many organizations. If you are an employer interested in hiring recent graduates, Post-Secondary Internship and Training (PSIT) may be able to provide you with wage and training subsidies.

POST-SECONDARY INTERNSHIP AND TRAINING

WHAT FUNDING IS AVAILABLE?

- Subsidies covering 50 per cent of an employee's wage to a maximum of \$4 per hour for 26 weeks.
- Up to \$1,000 per employee to cover approved training costs.

WHO MAY PARTICIPATE?

Individuals unemployed and actively seeking work for 40 of the last 60 working days, or employed in a similar position below their academic and experience levels.

Additionally, employees must be graduates of a two-year or more post-secondary program completed in the last 24 months. They must also be legally entitled to work in Canada and Alberta residents for the past six months.

WHAT JOBS QUALIFY?

Most jobs offering at least 32 hours of work per week in an area related to a post-secondary field of study. Jobs must not result in the layoff, dismissal or reduced work hours of existing employees.

WHAT EMPLOYERS MAY PARTICIPATE?

Private sector firms, municipalities, non-profit organizations, Indian Bands, Metis Settlements, co-operatives and school and hospital boards.

FOR MORE INFORMATION:

Call the Alberta Career Development Centre nearest you.

... a step towards financial independence.

The Employment Skills Program is a rehabilitation program which prepares social assistance recipients for full-time employment by providing them with on-the-job work experience and an opportunity to take part in formal training.

THE EMPLOYMENT SKILLS PROGRAM

WHAT JOBS QUALIFY FOR FUNDING?

Jobs may cover the range of duties and activities normally required by the organization. Jobs should provide training or career development opportunities for the employee and provide at least 32 hours of work per week.

ELIGIBLE EMPLOYEES

Employees must be 16 years of age or older, a resident of Alberta for the past six months, in receipt of social assistance, and be legally entitled to work in Canada.

WHAT FUNDING IS AVAILABLE?

Wage subsidies of \$5.50 per hour plus an additional 10 per cent to cover the cost of employee benefits are offered. Employers are encouraged to top-up wages where possible.

Training costs for the employee are also eligible for reimbursement. These include taxation, external instructor, books and associated supply costs to a maximum of \$1,000 per employee.

WHAT EMPLOYERS MAY PARTICIPATE?

Employers that are eligible to receive subsidies include municipalities and designated publicly funded organizations including school boards, post-secondary institutions, health authorities, hospitals, auxiliary hospitals, nursing homes, and family and community support services. This program is also available to provincial government departments.

FOR MORE INFORMATION:

Employers should contact Alberta Career Development and Employment or Alberta Social Services. The contact people within these respective departments are Don Gardner, 422-1184 and Barb Winship, 427-8830.

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Career practitioners, which may include guidance counsellors, social workers, lawyers, psychologists or career counsellors, can also obtain a variety of up-to-date information to assist them in their work. Examples of questions hotline consultants can field are:

- What training programs exist for social allowance recipients?
- Where can a learning disabled adult attend college?
- What are the qualifications of a "skip-tracer"?
- Where can a single mother find educational funding?
- How much does an accountant make?

WHAT KIND OF INFORMATION IS AVAILABLE?

Hotline consultants are prepared to answer or research any question relating to:

- Career and life planning
- Educational programs
- Occupational descriptions
- Job search skills
- Educational funding
- Training and employment programs

As well, they can provide referrals to appropriate agencies and services. Calls can range from a quick referral to counselling, and vary in length from two minutes to two hours.

HOW TO ACCESS THE SERVICE

The hotline operates Monday to Friday, 8:15 a.m. to 4:30 p.m. In Edmonton, call 422-4266. Outside Edmonton, dial "0" and ask for Zenith 22140. Hearing impaired clients can call the RITE operator (1-800-232-7215) for message relay service, or in Edmonton, call 422-5283.

WOMEN'S CAREER RESOURCES

... addressing the needs of women in the workplace.

WHAT IS IT?

Women's Career Resources supports the work of career practitioners in both the private and public sectors. The office concentrates on fulfilling three major functions: providing information, consultation and awareness raising.

WHAT CAN IT DO FOR YOU?

Women's Career Resources distributes printed and audio-visual resources to practitioners throughout Alberta, from a special collection highlighting the concerns of women in the workplace. Available free of charge, most of the books, articles and videos have practical applications to career development within particular special needs populations.

Consultation is also available to employers, counsellors, human resources personnel and teachers on accessing appropriate resources, designing workshops, investigating policy issues, or networking with other professionals.

In addition, Women's Career Resources develops resource materials to meet current needs. Recently published are:

- **Directions: A Woman's Guide For Returning To Work:** a 40-page booklet.
- **Career Development and Women:** a two-day awareness raising workshop for male and female employee groups. (In manual form.)
- **Rural Women as Business Entrepreneurs:** a two and a half day workshop for rural women who are either considering starting their own business, or who wish to sharpen their business skills. (In manual form.)

Staff also undertake speaking engagements and displays at conferences, help employers pilot new employee workshops and influence policy formulation.

HOW TO ACCESS THE SERVICE

In Edmonton, call 422-1794.
Outside Edmonton, dial "0" and ask for Zenith 22140.

I NFORMATION AND SERVICES

LABOUR MARKET INFORMATION CENTRE

- Provides information on career planning, occupations, labour market trends, job search and training.

IMMIGRATION AND SETTLEMENT PROGRAMS AND SERVICES

- The immigration and settlement branch advises the Alberta government on immigration and settlement matters affecting Alberta, and co-ordinates the province's immigration and settlement activities including business immigration investment and assistance to help newcomers from other countries adjust to life in Alberta. The branch administers the Business Immigration Program, the Settlement Program, and the English as a Second Language Secretariat.

OPPORTUNITY CORPS

- Provides financial assistance, counselling, upgrading, work experience and training to Albertans in selected communities, primarily in the north.

CAREER PROGRAMS AND RESOURCES

- Provides information and resources on career development related to women, counselling and information materials.

HIRE-A-STUDENT

- A program involving government, communities and business which assists students in obtaining summer employment.

CAREER DEVELOPMENT CENTRES

CAREER DEVELOPMENT CENTRES

Ardmore

Career Development and
Employment Building
Box 8115
Bonnyville
T9N 2J4
Telephone: 826-6408

Bonnyville

101 Administration Building
5008 - 50 Avenue
T9N 2J4
Telephone: 826-4175

Calgary

7th Floor, Century Park Place
855 - 8th Avenue S.W.
T2P 3P1
Telephone: 297-6457

Calling Lake

General Delivery
T0G 0K0
Telephone: 331-3911

Camrose

Cooperative Building
5007 - 49 Street
T4V 1N5
Telephone: 679-1275

Drayton Valley (Satellite Office)

Room 150, Provincial Building
T0E 0M0
Telephone: 542-6993

Edmonton

One-Twelve Professional Building
10050 - 112th Street
T5K 2R4
Telephone: 427-8517

Fort Chipewyan

Fort Chipewyan Multi Plex Building
P.O. Box 37
T0A 1G0
Telephone: 697-3925

Fort McMurray

7th Floor, West Tower
Jubilee Centre
9915 Franklin Avenue
T9H 2K4
Telephone: 743-7194

Fort Vermilion

Career Development and
Employment Building
P.O. Box 340
T0H 1N0
Telephone: 927-3777

Grande Prairie

1201 Provincial Building
10320 - 99 Street
T8V 6J4
Telephone: 538-5348

High Level

P.O. Box 452
10603 - 93 Street
T0H 1Z0
Telephone: 926-2661

High Prairie

Brost Building
P.O. Box 1146
T0G 1E0
Telephone: 523-6630

Hinton

Yellowhead Building
425 Gregg Avenue
T7V 1N1
Telephone: 865-8293

Janvier

Career Development and
Employment Building
Box 5667
Ft. McMurray
T9H 3G6
Telephone: 559-2222

Lac La Biche

Career Development and
Employment Building
Box 1802
T0A 2C0
Telephone: 623-5338

Lethbridge

402 Professional Building
740 - 4 Avenue South
T1J 0N9
Telephone: 381-5419

Lloydminster

5704 - 44 Street
T9V 0M3
Telephone: 871-6480

Medicine Hat

208 Provincial Building
770 - 6 Street S.W.
T1A 4J6
Telephone: 529-3580

Peace River

9603 - 90 Avenue
T8S 1T4
Telephone: 624-6352

Pincher Creek

Box 2138
226 Provincial Building
782 Main Street
T0K 1W0
Telephone: 627-3922

Red Deer

2nd Floor
Provincial Building
4920 - 51 Street
T4N 6K8
Telephone: 340-5151

Rocky Mountain House

Career Development and
Employment Building
Opportunity Corps.
P.O. Box 1180
T0M 1T0
Telephone: 845-8303

Slave Lake

P.O. Box 825
Lakeland Centre
T0G 2A0
Telephone: 849-7220

St. Paul

#100 Melenchuk's Mall
5009 - 50 Avenue
T0A 3A0
Telephone: 645-6383

Trout Lake

Career Development and
Employment Building
General Delivery
T0G 2H0
Telephone: 869-3991

Vermilion

Main Floor, Provincial Building
Box 268
4701 - 52 Street
T0B 4M0
Telephone: 853-8150

Wabasca

General Delivery
T0G 2K0
Telephone: 891-3930

Wetaskiwin (Satellite Office)


Provincial Building
5201 - 50 Avenue
T9A 0S7
Telephone: 352-1357

Whitecourt

244 Provincial Building
5020 - 52 Avenue
T0E 2L0
Telephone: 778-7132



A L B E R T A APPRENTICESHIP AND TRADE CERTIFICATION



... developing trade skills for the
Alberta labour force.


WHAT IS APPRENTICESHIP?

Apprenticeship is a training system which leads to journeyman certification in a trade. Training includes both on-the-job and classroom components.

WHO CAN BE HIRED AS A JOURNEYMAN?

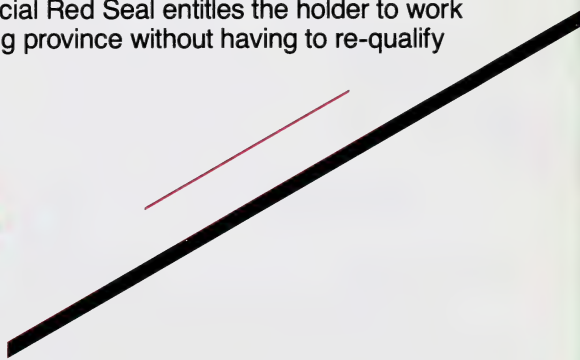
1. Anyone holding a valid Alberta Certificate of Proficiency.
2. Anyone holding a valid Alberta Certificate of Qualification or having acceptable experience in one of the Qualification trades equivalent to that of a certified journeyman.
3. Anyone who has exchanged a non-Alberta Interprovincial Red Seal journeyman certificate for an Alberta journeyman certificate.

The Interprovincial Red Seal entitles the holder to work in any participating province without having to re-qualify by examination.




WHO CAN BE HIRED AS AN APPRENTICE?

Anyone at least 16 years old who meets the educational requirements or passes the entrance examinations for the trade in which she/he is interested.



HOW DOES APPRENTICESHIP BENEFIT THE EMPLOYER?

Involvement in Apprenticeship ensures all tradespersons in the company are well trained, and thus productive employees. Apprenticeship is also a relatively cost-effective way to achieve a technically skilled, productive workforce.



IS CERTIFICATION COMPULSORY IN ALL DESIGNATED TRADES?

In Alberta, there are two kinds of designated trades — Proficiency Trades and Qualification Trades. Any employee working in a Proficiency trade must have a Certificate of Proficiency or be indentured (bound by contract) as an apprentice.

An employee working in one of the Qualification Trades who has acceptable work experience need not have a Certificate of Qualification. However, employers must recognize such persons as equivalent to a journeyman. Employers must also ensure that anyone working in a Qualification Trade who is not a recognized journeyman be employed in the capacity of an indentured apprentice.

HOW CAN AN EMPLOYER ENSURE TECHNICAL SKILLS AND KNOWLEDGE OF HIS/HER TRADESPERSONS ARE UP-TO-DATE?

1. Allow all apprentices time off from work to attend required in-school technical training courses.

Technical in-school training is available in 47 designated trades. All apprentices in these trades are required to take technical training courses from three to 12 weeks in length (depending on the trade) during each period of apprenticeship.

Employers are not required to pay apprentices while they are at school. However, some employers do supplement the income support available from the federal government (U.I.C. benefits or training allowances) for apprentices taking technical training.

2. Allow all journeymen and other eligible tradesmen, time off from work to attend technical updating courses.

Journeyman updating courses are designated to make Alberta journeymen more competitive in the market place by enhancing their skills and knowledge in relation to technological advances in the trades.

DESIGNATED TRADES, ALBERTA, 1989

PROFICIENCY TRADES

AUTOBODY MECHANIC
BARBER
BEAUTICIAN
CRANE/HOIST EQUIP. OPP.
ELECTRICIAN
ELECTRONICS TECH.
ELEVATOR CONSTRUCTOR
GASFITTER
HEAVY DUTY MECHANIC
MOTOR MECHANIC
MOTORCYCLE MECHANIC
PLUMBER
RECREATION VEHICLE MECHANIC
REFRIGERATION MECHANIC
SHEET METAL WORKER
STEAMFITTER/PIPEFITTER
WELDER

* AGRICULTURAL MECHANIC
* APPLIANCE SERVICEMAN
* BAKER
BOILERMAKER
* BRICKLAYER
* CABINETMAKER
CARPENTER
CEMENT FINISHER
* COMMUNICATIONS ELECTRICIAN
* COOK
ELECTRICAL REWIND MECHANIC
* FLOORCOVERING MECHANIC
GLASSWORKER
* INSTRUMENT MECHANIC
* INSULATOR
* IRONWORKER
* LANDSCAPE GARDENER
LATHER/INTERIOR SYS. MECHANIC

QUALIFICATION TRADES

MACHINIST *
MILLWRIGHT *
PAINTER/DECORATOR *
* PARTSMAN
* PLASTERER
PROJECTIONIST
* POWER LINEMAN *
POWER SYSTEM ELECTRICIAN
PRINT/GRAPHICS ARTS
* CRAFTSMAN
ROOFER *
SAWFILER
* SPRINKLER SYSTEMS INSTALL. *
* STEEL FABRICATOR
TILESETTER
TOOL AND DIE MAKER
TRANSPORT REFRIG. MECHANIC
WATER WELL DRILLER

*Interprovincial Red Seal Trade


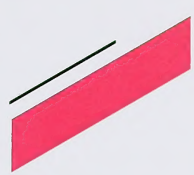


WHAT RESPONSIBILITIES DOES AN EMPLOYER HAVE TO HIS/HER APPRENTICES?

1. Ensure the work experience of every apprentice involves exposure to the principles, skills, tools and materials of his/her chosen trade.
2. Ensure supervision of all apprentices by journeymen in their respective trades.
3. Pay apprentices an appropriate wage. Normally, apprentices are paid an hourly wage which increases with their experience in the trade and is based on the current journeyman's rate of pay.

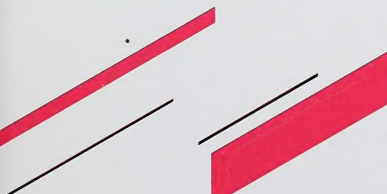
To progress from one period of apprenticeship to the next training apprentices must attend the technical period, pass the apprenticeship exam, and receive an acceptable mark in the course. Apprentices must also have the required number of hours of on-the-job work experience and receive a satisfactory report from their employer.

Employers should be aware that individuals entering a trade may occasionally be eligible for some technical training credits. Training programs related to several of the apprenticeship trades are available in Alberta high schools, colleges and technical institutes. While these courses and programs are not part of the apprenticeship system, people who successfully complete them may receive time and/or technical training credits towards an apprenticeship training program after they've become employed as apprentices.



IS APPRENTICESHIP TRAINING COMPULSORY IN ALL DESIGNATED TRADES?

Apprenticeship training is compulsory in all designated trades, with the exception of Tool and Die Maker, Projectionist, Plasterer and Elevator Constructor, which are certification trades only.



HOW COULD AN EMPLOYER BECOME MORE INVOLVED IN APPRENTICESHIP?

1. Through the Local Apprenticeship Committees (L.A.C.'s)

In regions of the province where activity relating to a trade is considered substantial and industry participation is possible, the Apprenticeship and Trade Certification Board appoints a Local Apprenticeship Committee.

Members of these committees are usually nominated by the industry. L.A.C.'s deal with employment and certification related concerns of local apprentices. They also make recommendations to the provincial apprenticeship committee on apprenticeship, training and certification matters relative to their particular region.

2. Through the Provincial Apprenticeship Committees (P.A.C.'s)

These committees are a provincial forum comprised of representatives from all local apprenticeship committees of each trade. The P.A.C.'s develop policies relative to their respective trades for recommendation to the Board. They also review training and certification programs and develop accreditation policies for trades specific technical courses.

3. Through the Apprenticeship and Trade Certification Board.

The primary function of the Board is to advise the Minister of Career Development and Employment on all matters affecting the general conditions governing trade training and certification of workers in designated trades. The Board is comprised mainly of representatives from industry.

Apprenticeship and Trade Certification, Alberta Department of Career Development and Employment, is responsible for policy and program development, with service delivery centres across the province responsible for the delivery of apprenticeship training and certification services to the employer and employee.

FOR MORE INFORMATION:

Contact an apprenticeship consultant at your nearest Career Development Centre.

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